Exceptional Children (EC) Systems Team

Organizational Structure and the EC Systems Team

Introducing our Team

Traci Tillis	IT Manager
Shantell Disla	Administrative Support
Audrey Long	User Technician
Ashley Herring	Functional Systems Analyst
Sue Ann Stalnaker	Technology Support Specialist
Michael Johnson	Quality Assurance Analyst
Jennifer Sims	Regional Trainer: Northeast (1), Southeast (2), and SOPs
Sue Ann Stalnaker	Regional Trainer North Central (3) Sandhills (4)
Khalilah O'Farrow-Boulware	Regional Trainer: Piedmont-Triad (5), Southwest (6)
Stephanie Lawrie	Regional Trainer: Northwest (7) and Western (8)

ECATS-Every Child Accountability & Tracking System

- ECATS is the authoritative source for EC Data

- PowerSchool is the authoritative source for all student demographic data

- PowerSchool information travels to ECATS nightly except for Saturday

- EC Data travels back to PowerSchool nightly except for Saturday

Possible Errors

- Duplicate Students

- Incorrect dates

- Transfer of EC Data in ECATS.

- No Race or Ethnicity

- No Student ID

- No School Code

- Is LEP

- Parent Information

Duplicate Students

- Student ID must be corrected in all systems before they can be corrected in ECATS

- Once the duplicate or mixed up student is located in ECATS, contact your PowerSchool PSU Coordinator and provide them with the information

- They will submit a ticket to the PowerSchool service desk, with the description, "**ECATS Duplicate Student Numbers**" and a priority of **ONE**

- Request the PowerSchool ticket number. Then file a ZenDesk ticket with the PowerSchool ticket number, the LEA/School, and all student information

- Once PowerSchool sends the resolution we will correct ECATS and merge student information as necessary

Transfer Info Dates and Codes

- **Student entry and withdraw must be in proper order**
  - Entry 8/26/2019 and Exit 9/25/2019—Correct

- **No entry before previous exit**
  - Entry 8/26/2019 and Exit 9/25/2019—Correct for PSU A
  - Entry 9/20/2019—Incorrect entry into PSU B

- **No exit date can go into the next school year**
  - Entry 7/1/2019 and Exit 7/1/2020—Incorrect
  - Entry 7/1/2019 and Exit 6/30/2020--Correct

- **Summer withdraw dates must be correct**
  - Entry 7/6/2019 and Exit 7/30/2019—Correct
  - Entry 7/6/2019 and Exit 7/6/2019—Correct
  - Entry 7/24/2019 and Exit 7/8/2019--Incorrect

- No students left in FTE School

Transfer Student EC Data

- PowerSchool users need to get into the habit of hitting the "Transfer Student Records" button when a student moves from one PSU to another PSU
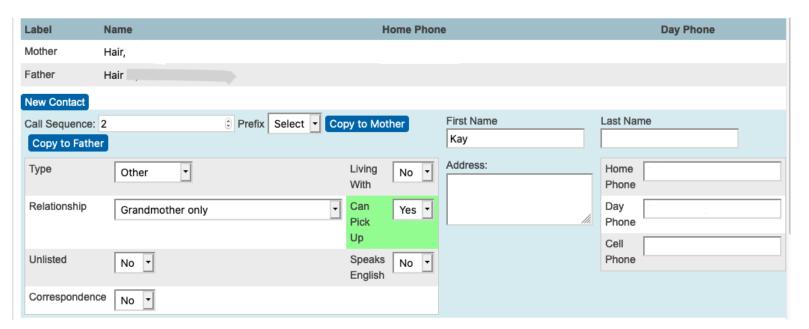
- Student name must match exactly between PSU's in order for ECATS to transfer student EC Data

  - John Henry
  - John Thomas Henry
  - John Thomas Henry Jr.

Ethnicity, Student ID, School Code and Is LEP

- Race and Ethnicity are required for all students for Federal Reporting

- **One** Student ID is required for Federal Reporting- State UID, PowerSchool and ECATS must match

- School Code must be present for all student for Federal Reporting

- If the student is LEP this must be correct in PowerSchool

Parent Information

- Pulled from NC Student Contacts page

- Must be entered there

- Will be pulled from New Contact Page beginning next school year

ECATS Resources

ECATS Special Education Manual

https://ec.ncpublicschools.gov/ecats/special-education/ecats_manual.pdf

ECATS Special Education System Overview Videos

https://ec.ncpublicschools.gov/ecats/special-education/ecats-video-system-overview.pdf

ECATS Special Education Training Topics

https://ec.ncpublicschools.gov/ecats/special-education/training-videos

ECATS

ECATS Resources

ECATS Service Documentation Manual

https://ec.ncpublicschools.gov/ecats/service-documentation/2019manual.pdf

ECATS Service Documentation System Overview Videos

https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-overview.pdf

ECATS Service Documentation Training Topics

https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-topics.pdf

ECATS

ECATS Resources

Monday Message Archive

https://ec.ncpublicschools.gov/ecats/monday_messages

Frequently Asked Questions

https://ec.nonpublicschools/gov/ecats/frequently-asked-questions

ECATS

Where Do I Go for Help?

- The vendor is the provider of technical support for ECATS EC tickets through a ticketing system located within the application called ZenDesk

- Unfortunately, no phone support is available for ECATS

- **All** ECATS tickets must go through this ticketing system

- The ticket must be submitted by Local ECATS Designees

ECATS

EC Data to PowerSchool

EC Data will transfer to PowerSchool